

DELAWARE TOWNSHIP BUILDING USE POLICY

BUILDING USE APPROVAL:

1. All building use requests must be submitted on the Waiver of Responsibility, supplied by Delaware Township, to the Township Board of Supervisors **two weeks** prior to date of use along with a **\$200.00 rental fee (cash or check)**. Approval by the Board of Supervisors is required. Applicant must be a **Delaware Township resident**. Furthermore, this policy may be changed at any time and without notice by the Board of Supervisors, which may impose additional requirements on any individual or organization wishing to use the Municipal Building, or, at its sole discretion, may deny such use.
2. AFTER the Board of Supervisors has approved the use, an approval email will be sent to the applicant. Any default on the approved date, whether by no show or cancellation after the Board of Supervisors approval, will result in a refund of the rental fee less \$100.00. If you are planning to use the stove/oven you will need to take the ServSafe course, go to ServSafe.com and supply a copy of the Certificate of Achievement when you bring in your key deposit.
3. On the day before (if a Sunday the key must be picked up on Friday) the requested use the applicant must supply the township with a **\$100.00 CASH key deposit/security**. This will be returned to the applicant as long as the keys are returned **on the next township business day, and the building is left in a neat clean condition. Hall must be swept, mopped, and garbage taken out.**

RENTAL RATE

A **\$200.00 rental fee (cash or check)** is required at the time of Building Use Request. There will be a \$500.00 charge for any lost keys less the \$100 key deposit. If the Board of Supervisors approves the use and the applicant defaults on its day of use, whether by no show or cancellation the township will retain the down payment less \$100.00. The keys, building and dumpster, must be returned the **following business day** that the Township is open. The building must be left in a clean manner or the township will retain the security deposit. This includes **sweeping, mopping and garbage being taken out to dumpster.**

Hall (Including Kitchen)	\$ 200.00
Key Deposit/Security	\$ 100.00

DECORATIONS:

Decorations may be used with the following exceptions:

1. **NO** pins, tacks, nails, etc.
2. **NO** scotch tape-**only masking tape**.
3. **NOTHING** to be hung from the ceiling fans.

FLOOR AREA:

1. **NO** products, such as dance floor powder etc., can be used.
2. **NO** smoking allowed in building.

WAIVER OF RESPONSIBILITY

Applicant/User for itself, its successors and assigns, hereby agrees to indemnify, defend and hold harmless Delaware Township, its Supervisors, officers, and employees from and against all losses, and expenses of every kind and nature, whether or not covered by insurance, arising out of, resulting from or caused by, in whole or in part, any act, omission, negligence or fault of Applicant/User, its agents or employees in connection with the use of the Delaware Township building for its event, including, but not limited to, those in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the building, any liability for fines, fees or penalties for violations of any statutes, ordinances, codes, rules, regulations or standards applicable to use of the building.

IN WITNESS WHEREOF, the parties hereto have set their hands and official seals this _____day of _____.

Delaware Township Representative

Signature Organization President, Chairman, or Individual

Attest: _____

DELAWARE TOWNSHIP BUILDING USE APPLICATION AND AGREEMENT

I/We _____respectfully request and apply for use of the Delaware

Township: _____Hall _____Kitchen _____Stove/Oven

Date

Start Time

Finish Time (please include setup and cleanup time)

Reason for request

And I/We have been provided all regulations/and agreements, which I/We fully understand and agree to.

Applicants Organization

Applicant's Address

Applicants Email Address (this is how we will contact you)

Applicants Phone Number (Home/Work)

Applicant's Name (please print)

Applicant's Signature

Today's Date

APPROVED BY: Delaware Township Board of Supervisors on: _____
Date